

Examples of Administrative and Operational Costs For Monthly Claims

Itemized Costs	Administrative – Overseeing Compliance (planning, organizing and managing CACFP)	Operational – Direct Meal Service (preparation and service of meals to participants)
Labor	Owner, Director, Monitor	Teachers, Cook
Benefits	Owner, Director, Monitor	Teachers, Cook
Food	N/A	Net food used/delivered
Supplies and Equipment	CACFP office supplies; paper, pens, etc.	Bleach, paper plates/cups, cooking pans, etc.
Rent/Mortgage	Office area	Kitchen, service areas
Contracted Services	Storage facility, computer maintenance	Pest control, refrigerator repair
Communications and Utilities	Phone, internet	Electricity, water
Other Costs	Computer, copy machine	Stove, refrigerator, grocery shopping